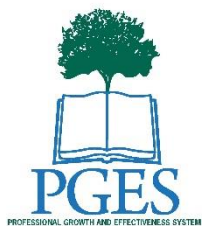


Student Voice Implementation Guide

2015-16



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I. **BACKGROUND**

The Student Voice survey (SV) is a confidential perception survey adopted by the Kentucky Department of Education. It is administered annually to a minimum of one (1) district-designated group of students per teacher or other professional who directly instructs students during the school year. The survey provides data on specific aspects of the instructional environment and/or specific aspects of the professional practice of the educator. [\[704 KAR 3:370 Section 1.33\]](#)

Student Voice is embedded within the Professional Growth and Effectiveness System ([PGES](#)) and is a required source of evidence as outlined within the district Certified Evaluation Plan. The Student Voice survey is aligned with the Kentucky [Framework for Teaching](#) (FfT) and is a source of evidence used in determining an educator's overall professional practice rating.

Survey results are intended for the teacher to use for self-reflection about the students' learning experiences and must be examined from a professional perspective and used to guide professional practice.

The survey is categorized according to grade level; one survey for students in grades 3-5 and another for students in grades 6-12. Questions can be found within the [Kentucky STUDENT Framework](#) detail and have been aligned with the [FfT](#).

Students are an important source of information on the quality of teaching and the learning environment. Teachers want to know if their students feel sufficiently challenged, engaged, and comfortable asking them for help. As feedback tools, surveys can be powerful complements to other instruments.

The review of two years of Student Voice survey administration revealed a need for the state to approve a flexible administration window and allow for additional modes of survey administration. It is now permissible for districts to utilize Infinite Campus, paper/pencil, or any combination of the two to garner student feedback. Additionally, the Department of Education has approved a flexible window of paper/pencil implementation from now until March 4th, 2016.

Districts opting out of EDS should not use Infinite Campus to conduct the Student Voice survey. Results will not be visible in CIITS until EDS is reopened for entering summative ratings.

The SV survey is a required instrument used for student feedback. Equally, teachers and other professionals may provide additional evidences to support assessment of their own professional practice. Together, these evidences yield information related to the teacher's practice within the domains.

II. USE OF DOCUMENT

The Student Voice Implementation Guide has been designed as a communication plan that can be used as a manual available in hard copy or for online use. Sections are hyperlinked and have been written in categories for easy reference and partitioning to communicate with specific groups.

III. TIMELINE FOR STUDENT VOICE SURVEY

Infinite Campus: January 4, 2016 through March 4, 2016

Districts using *Infinite Campus* for survey administration may do so from January 4, 2016 through March 4, 2016.

Survey results will be compiled twice for reporting during the January 4 through March 4 timeframe. The first reporting period will be 1/4/2016 through 2/5/2016 (surveys must be ended by 2/5/2016) with results available approximately 3 weeks thereafter. The second reporting period will be 2/8/2016 through 3/4/2016 (surveys must be ended by 3/4/2016) with results available approximately 3 weeks thereafter.

Districts requiring Student Voice data prior to the referenced dates need to consider other survey options (Paper/pencil, Survey monkey, etc.).

Districts who have opted out of EDS should not use Infinite Campus to conduct the Student Voice survey. Results will not be visible in CIITS until EDS is reopened for entering summative ratings.

Paper/Pencil: Based on the timeline established in the Certified Evaluation Plan

Districts using *paper/pencil* or other manual methods may schedule the surveys based on the timeline established in the Certified Evaluation Plan (CEP). Other professionals paper/pencil survey is scheduled for availability in December and within the timeline established in the CEP.

Prior to the Survey

The superintendent or his/her designee will determine the administration dates during one or both of the reporting periods within Infinite Campus. The district Student Voice Coordinator will determine the number of classes that will participate per teacher. The school principal/designee will determine the specific schedule for administering the Student Voice Survey. Regulation requires one participant group per teacher.

Parent Notification

Schools will send an information and opt-out (waiver) letter to parents of students who have teachers participating in the survey. Parents respond to this letter only if they DO NOT want their children to participate in the survey. A completed form must be returned to the school by a designated time to opt out of participation.

IV. **TEACHER PARTICIPATION**

Prior to survey implementation, teachers and other professionals are encouraged to review the Student Voice survey questions with their students and *define* or *clarify* word meanings or the meaning/intent of questions. Students need to be informed of the purpose of the survey and that their responses are anonymous.

All certified teachers and applicable other professionals with students in grades 3 – 12 will participate in the annual state approved Student Voice survey with a minimum of one identified group of students. Survey data will be considered only when ten or more students are respondents. (Please note number exception for other professionals in section [XI. A. Other Professionals > Student Participation](#))

Teachers and other professionals may provide additional evidences to support assessment of their own professional practice. These evidences should yield information related to the teacher's practice within the domains. Results will be used as a source of evidence for professional practice and in the summative year.

Survey results are intended for the teacher to use for self-reflection about the students' learning experiences and must be examined from a professional perspective and used to guide professional practice. Other professionals will administer the Student Voice survey via paper/pencil only.

All teachers and appropriate administrative staff will read, understand, and sign the district's SV ethics statement prior to participating in the Student Voice survey.

Collaborating teachers and part time teachers

The superintendent or the district student voice survey coordinator will determine the protocol for specific situations within the district. It is recommended that a student only partake in one survey per teacher. If a class is elected to take a survey for each teacher in a collaborative classroom, the collaborating teachers will need to identify the class that will respond to the designated teacher.

Infinite Campus Administration

Technology staff will likely need to assist with ensuring that computers and other devices are available and properly configured for the administration of Student voice through the online Infinite Campus survey. Teachers are encouraged to work closely with the building principal/coordinator to establish clear survey procedures that include the Infinite Campus portal web address for their district, student's usernames and passwords, the procedure for resetting student account passwords, and student accommodations as outlined in the student's IEP.

Teachers assigned to one building can administer one survey to one group of students within that building during a reporting period. Survey data is reported by *teacher* and teacher results are limited to one group of students per reporting period from **January 4 through February 5** and from **February 8 through March 4**.

Teachers instructing K-2 students only will not be assigned to participate in the Student Voice survey. K-2 teachers who also instruct grade levels 3+ may be scheduled to administer the survey to applicable students.

Teachers will be assigned one survey type, either *Grades 3-5* or *Grades 6-12*. If students from various grade levels are combined to reach the minimum number of 10 students, all students will take the same survey type regardless of grade level. For example: If a music teacher instructs students in grades K-6th who have been combined to meet the minimum requirement, the *Grade 3-5* survey type will most likely be assigned to those students. Districts will need to consider the most applicable survey type for the assigned students.

Paper/Pencil Administration

Teachers may implement the teacher Student Voice survey using paper/pencil administration based on the timeline established in the Certified Evaluation Plan (CEP).

Other professionals will conduct Student Voice surveys using paper/pencil methods. Other professionals will have access to job role specific Student Voice questions after validation concludes by the anticipated date in December. Other professionals are not coded as “01: Teacher” in Infinite Campus.

Psychologists will not administer the Student Voice survey unless the school/district deems otherwise. Instructional coaches will administer the teacher Student Voice survey if they have regular interactions with students using any of the paper/pencil methods.

K-2 teachers who also instruct grade levels 3+ may be scheduled to administer the survey to applicable students.

V. STUDENT PARTICIPATION

A. Assigning Students

Whether implementing the Student Voice survey through Infinite Campus or using paper/pencil methods, student selection for participation must be consistent across the district. Students in grades 3 through 12 will participate in the Student Voice survey. Students typically are able to complete the survey in less than 20 minutes. Students must have been scheduled in a course section for no less than 15 instructional days.

For both IC and paper/pencil methods, non-traditional days (weather related) *are to be counted toward the 15 instructional day requirement*. Students must be within a 90 calendar day interface (to count instructional days) prior to survey start date. Retrograde counting for attendance beyond 90 days is not permitted. (Please note attendance exception for other professionals in section [XI. A. Other Professionals > Student Participation](#))

To maintain confidentiality in both IC and paper/pencil methods, there must be at least 10 student respondents for survey results to be considered for teacher feedback and used as a source of evidence in the summative evaluation process. In IC, the minimum of 10 students must be from the same school and assigned to the same teacher for that particular group and/or class to participate in the survey. Teachers with multiple classes at the same school may combine numbers to meet the minimum requirement. (Please note number exception for other professionals in section [XI. A. Other Professionals > Student Participation](#))

If completing the survey in Infinite Campus, students, in various grade levels at the same school, may be combined to yield the minimum number of 10 that is required for survey data to be considered. For example: Students in grades 3, 4 and 5 may be combined to attain the minimum number. Students must be assigned to the same teacher and *assigned the same survey type* (Grade 3-5 type or Grade 6-12 type). *All combined students will take the same survey type regardless of grade level.*

Additionally, IC functionality is that teachers assigned to more than one school cannot combine numbers from various schools to reach the required minimum. Survey results for 2015-16 will be reported by school, not by district. Students need to be informed that they must click the **Complete Survey** button for responses to count--there are no saved answers.

Schools and districts assigning students using paper and pencil methods may combine results from all schools in a district served by a single educator. There are a number of educators that are assigned to multiple schools in a district; IC has functionality limitations to reporting for those teachers that the paper/pencil methods can accommodate.

Activity Groups

In IC, students within an “Activity Group” occurring during what is considered instructional time will take the survey. Such groups are viewed as course sections and marked as an Activity will be assigned to respond to a teacher’s survey. Students enrolled in an activity group such as football that occurs during non-instructional time will not be scheduled to take the Student Voice survey.

Alternative Settings

Students in alternative schools will take the survey.

Accommodations for Students with Disabilities (SWD)

Students with special needs are to be accommodated per the IEP, 504, OHI plan when participating in the state assessment. FMD students are exempt from the Student Voice survey.

B. [SV Support: American Sign Language \(ASL\) How-To](#)

- A. Grades 3 – 5 ASL
- B. Grades 6 – 12 ASL

C. [SV Support: Spanish Audio Translation How-To](#)

- A. Grades 3 – 5 Spanish
- B. Grades 6 – 12 Spanish

VI. STUDENT SURVEY QUESTIONS

Student Voice is embedded within the Professional Growth and Effectiveness System and is a required source of evidence as outlined within the district Certified Evaluation Plan. The Student Voice survey is [aligned with the Kentucky Framework for Teaching](#) (FfT) and is a category of evidence for determining an educator's overall rating.

Survey results are intended for the teacher to use for self-reflection about the students' learning experiences and must be examined from a professional perspective and used to guide professional practice.

The survey is categorized according to grade level; one for students in grades 3-5 and another for students in grades 6-12. Questions can be found within the [Kentucky STUDENT Framework](#) detail and have been aligned within the [FfT](#).

- A. [Grades 3 – 5](#)
- B. [Grades 6 - 12](#)
- C. [Alignment to the Framework for Teaching](#)

VII. STUDENT IDENTIFIERS

Students will retain anonymous status when taking the Student Voice survey. All student identification tags and SSID information are to be eliminated. Students scheduled through automated assignment in Infinite Campus will retain anonymous status after survey results have been uploaded into CIITS.

VIII. SURVEY HOURS

The Student Voice survey is to be given between the hours of **7 a.m. and 5 p.m.** and under the direct supervision of staff. The survey will be administered in the school.

IX. SURVEY RESULTS/DATA

Student Voice survey results provides valuable information to educators who are working to improve classroom and learning conditions. The feedback is a formative source of evidence within the evaluation process and informs professional practice. Survey results are to be available prior to the summative evaluation process per the district CEP regardless of survey implementation procedures (Infinite Campus or paper/pencil). The Department of Education will collect data to validate the instrument for future use.

Survey results within Infinite Campus will be compiled twice for reporting during the January 4 through March 4 timeframe. The first reporting period will be 1/4/2016 through 2/5/2016 (surveys must be ended by 2/5/2016) with results available approximately 3 weeks thereafter. The second reporting period will be 2/8/2016 through 3/4/2016 (surveys must be ended by 3/4/2016) with results available approximately 3 weeks thereafter. Districts requiring Student Voice data prior to the referenced dates need to consider other survey options (Paper/pencil, Survey monkey, etc.).

A. Source of Evidence

Teachers will use data to inform instruction and classroom practice. School and district leaders will use data to determine potential areas for professional learning and teacher support. This year's data will be used for teacher evaluation. Other professional survey data that is specific to the specialist's role may be used for OPGES evaluation. The district's Certified Evaluation Plan will outline the use of Student Voice surveys in the evaluation for other professionals.

B. Paper/Pencil

Districts utilizing paper/pencil or other manual means will process survey results and disclose the information to applicable staff. Paper/pencil survey results must be stored within the school or district's local platform or system. (Details on other professionals is located in [X. Paper/Pencil Procedures A. Other professionals](#))

X. INFINITE CAMPUS PROCEDURES

The Infinite Campus timeframe for survey implementation is from **January 4, 2016 through March 4, 2016**. The *Student Voice online survey must be completed by March 4, 2016 to obtain survey data*. The Department of Education cannot guarantee that data will be received beyond this date to meet timelines for the summative evaluation process as defined in district Certified Evaluation Plan (CEP).

Survey results will be compiled twice for reporting during the January 4 through March 4 timeframe. The first reporting period will be 1/4/2016 through 2/5/2016 (surveys must be ended by 2/5/2016) with results available approximately 3 weeks thereafter. The second reporting period will be 2/8/2016 through 3/4/2016 (surveys must be ended by 3/4/2016) with results available approximately 3 weeks thereafter.

A. Establishing the Infinite Campus Survey Window(s)

Districts will oversee the scheduling and administration process for scheduling windows within the established timeframe. The survey must be completed no later than March 4, 2016, to obtain results for summative evaluations per the district CEP. The Kentucky Department of Education cannot guarantee availability of survey data beyond March 4, 2016.

Schools may opt to give the survey multiple times from January 4, 2016 through March 4, 2016. Multiple, *non-overlapping* windows may be scheduled in short increments of time, i.e., 3-5 days for an online survey. Schools have the flexibility to schedule the Student Voice survey once, each week, or each month.

If scheduling the survey more than once, schools will need to configure windows one at-a-time.

It is important to note that teachers will receive one set of Student Voice survey data as assigned to one school and one group/class from January 4 through February 5, 2016 and/or from February 8 through March 4, 2016.

XI. PAPER/PENCIL PROCEDURES

Districts using *paper/pencil* or other manual methods may schedule the surveys **based on the timeline established in the Certified Evaluation Plan (CEP)**. Districts have the most discretionary control using this form of administration. Districts determine and schedule the survey window(s) for the administration of the Student Voice survey and will establish the method of survey implementation using paper/pencil, Scan-tron, Survey Monkey or other manual means as well as the reporting method of the survey results.

The Student Voice survey must be implemented with fidelity and districts must abide by all guidelines as outlined outside of Infinite Campus procedures.

Districts may administer the survey multiple times during the year using the KDE approved Student Voice questions. Students will maintain anonymous status when taking the survey; all SSID and/or student identifiers are to be eliminated.

Schools have the flexibility to report survey response data by construct, by question, or by both. Results must be conveyed with consistency throughout the school/district and reported in reliable measures and/or calculations, i.e., percentages, rank, counts, etc.

Survey results are to be available to educators prior to the summative evaluation process per the district's CEP and are to be documented and retained using school/district approved methods.

Survey expenditures will be absorbed by the district.

A. Other Professionals

Other professionals include media specialists, counselors, speech & language pathologists, and instructional coaches. Other professionals who have direct instructional interaction with students, will administer the specific other professional Student Voice survey after validation is complete.

The surveys are administered to students who have received services during the school year. The OPGES Student Voice survey results are used as a data point for personal reflection and are a formative source of evidence that should be used to guide professional learning. Results will be discussed with the other professional's supervisor. Professional judgment should be exercised where results are inaccurate or inconsistent. For example, if a question does not apply to the job duties of the other professional, answers to that question can be considered using professional judgement.

All surveys for other professionals will be collected by administration or office staff who will tabulate the results and provide the data to the other professional. Districts will determine the method of survey collection and the process for compiling and summarizing survey responses. Survey administration may be completed by proxy.

Processing results must be completed with fidelity while safeguarding student confidentiality. It is recommended that a secure location be established for collecting student responses.

Districts/schools will process survey results and disclose the information to other professionals. Paper/pencil survey results must be stored within the school or district's local platform or system.

Survey administration

Student Voice questions have been developed exclusively for media specialists, counselors and speech & language pathologists and are undergoing validation. Once that process is completed, the referenced other professionals will refer to the questions as related to their area of expertise.

Unless instructional coaches have direct teaching interaction, they are not expected to give the Student Voice survey; this is determined by the district. Instructional coaches who may be asked to administer the survey will administer the KDE approved teacher survey questions for Grades 3-5 and/or Grades 6-12 and will use paper/pencil or other manual methods.

School psychologists will not administer the Student Voice survey.

Other Professionals and district leadership may decide if the survey will be given to every applicable student or a smaller select group. For example:

- The media specialist/librarian may administer the survey to a class that worked on research skills or class projects rather than to all students who borrow books
- The counselor may choose to administer the survey to the small groups he/she works with rather than students in individual counseling sessions

Survey Security

A secure site and/or process must be established for delivery of student responses. Students must be informed of the location where results are to be placed and/or the contact person responsible for collection.

Districts and schools will choose a location that can be monitored or designate the use of a proctor to administer and collect survey responses. To ensure confidentiality, hold responses until ten or more students have completed the survey.

Administration Dates

During the 2015-16 implementation year, the state approved OPGES Student Voice survey questions are expected to be available in December. Paper/pencil surveys may be administered from December and based upon the timeline established in the district Certified Evaluation Plan.

Student Participation

Other professionals and district leadership decide if the survey will be administered to every applicable student or select groups. There is no attendance requirement nor is there a minimum number that must be reached for student participation. Students are permitted to survey more than one other professional.

Paper/Pencil Process

Districts will establish the method of implementation and the survey schedule based upon the timeline established in the Certified Evaluation Plan. Paper/pencil, Scan-tron, Survey Monkey, or other survey instruments may be used to administer the state approved Student Voice survey questions. Districts will process survey results and disclose the information to applicable staff. Paper/pencil survey results must be stored within the school or district's local platform or system.

Survey expenditures will be absorbed by the district.

XII FORMS

A. [Parent Waiver](#)

Parents must be notified prior to survey administration. Schools will send information and an opt-out (waiver) form to parents of students who have teachers participating in the survey. Parents, who do not want their son/daughter to participate in the survey, must sign and return the waiver form prior to survey implementation.

B. [Confidentiality Agreement](#)

All teachers and appropriate administrative staff, who could potentially have access to student identification data and the corresponding results of the Student Voice Survey, must sign this assurance.

XIII RESOURCES

A. Technical Help—Available in November

B. [FAQ](#)

C. [Sample Paper/pencil Teacher Results Template](#)

The attached sample was used in a district for paper/pencil survey implementation. Permission has been granted to share this form with the districts.

D. [PP](#)

Compliments of Joshua Harris on special assignment

E. [Model 5.0 CEP](#)

The Model Certified Evaluation Plan 5.0 is a guide to be used in assisting districts in making the appropriate decisions and revisions to District Certified Evaluation Plans. Procedures and processes for the implementation of PGES should be based on the recommendations and in concert with the local evaluation committee. Each local board of education must approve the revisions to a district's Certified Evaluation Plan prior to submission to the Kentucky Department of Education. Student Voice protocol is outlined in the district's CEP.

F. [Met Study](#)

The MET project was a research partnership between 3,000 teacher volunteers and dozens of independent research teams. The project's goal was to build and test measures of effective teaching to find out how evaluation methods could best be used to tell teachers more about the skills that make them most effective and to help districts identify and develop great teaching. Launched in 2009, the study has identified multiple measures and tools that – taken together – can provide an accurate and reliable picture of teaching effectiveness. By understanding what great teachers do and by improving the ways teachers gain insight into their practice, we can help more teachers develop their practice and achieve success for their students.

G. [A View from the Seats](#)

As school districts create systems to identify, monitor, and assess teacher effectiveness, they consider a variety of sources, including observations of teaching practices and analysis of student assessments. A new voice — student perceptions — has emerged as a valuable source of information. In many districts, leaders are collecting data from a range of stakeholders that includes students, parents, and educators to gather their perceptions of school culture, classroom conditions, and teaching effectiveness

H. [My Voice](#)

The underlying philosophy of the My Voice Survey and the Quaglia Institute for Student Aspirations (QISA) is that students have something to teach us. The 2014 My Voice National Student Report (Grades 6-12) reveals the voices of students from across the United States and demonstrates the vital importance of listening to them.

Student Voice

FAQ

What is the Student Voice Survey?

Student Voice is a confidential perception survey adopted by the Kentucky Department of Education. It is administered annually to a minimum of one (1) district-designated group of students per teacher or other professional who directly instructs students during the school year. The survey provides data on specific aspects of the instructional environment and/or specific aspects of the professional practice of the educator. [\[704 KAR 3:370 Section 1.32\]](#)

Student Voice Surveys are being used by hundreds of schools and thousands of classrooms in more than 25 states nationwide. The effective use of student voice surveys is featured in the Gates Foundation Measures of Effective Teaching (MET) study of teaching quality. Using a sample of more than 44,500 students, the results of the MET study in December 2010 and January 2012 reinforce a growing consensus that integrating student survey results with high-quality observations and student gain-scores on achievement tests creates a much more valid and reliable teacher evaluation system compared to current standard practices.

What type of questions will be asked on the survey?

The Student Voice Survey focuses on statements such as, “My teacher explains difficult things clearly.” Students in grade levels 3-12 will select one of five possible responses which range from strongly agree to strongly disagree.

The items used in the Student Voice Survey were derived from the Tripod Survey, a survey that has been developed over the past 10 years as a partnership between Cambridge Education and Dr. Ron Ferguson. The survey questions can be found within the [Kentucky S.T.U.D.E.N.T. Framework](#) document and are aligned to the Ky. FfT [domains](#).

How are survey results reported?

For 2015-2016, Infinite Campus will report the percent of positive results for each of the 7 constructs. Survey results are calculated by taking the total number of positive responses within a construct and dividing by the total number of responses given within a construct. The positive responses for grades 3-5 include “Mostly yes,” “Yes, always.” The positive responses for grades 6-12 include “Mostly true,” “Totally true.” *It is important to note that within the Grades 3-5 survey, question #12 will be reported as positive using the responses “No, never” and “Mostly not.”*

How is a teacher’s survey results reported if assigned to more than one school?

Districts utilizing Infinite Campus will have one set of results reported for one teacher in one school during one established reporting period. For example, if a teacher works at both the middle and high school and wishes to survey students in each building, the teacher will need to administer the survey to one group of students during each reporting period in order to receive two separate sets of survey results.

Survey results will be compiled twice for reporting during the January 4 through March 4 timeframe. The first reporting period will be 1/4/2016 through 2/5/2016 (surveys must be ended by 2/5/2016) with results available approximately 3 weeks thereafter. The second reporting period will be 2/8/2016 through 3/4/2016 (surveys must be ended by 3/4/2016) with results available approximately 3 weeks thereafter.

Will students who are within an Activity Group of a teacher receive a Student Voice Survey in Infinite Campus?

Yes – Activity Groups occurring during what is considered instructional time are treated just like regular course sections.

What teachers will participate in the survey administration?

All certified teachers and other professionals with sufficient numbers of grade 3-12 students will participate in the survey.

Who will take the survey?

All grade 3-12 students who have parental permission are eligible to take the survey. Each district will decide the Student Voice Survey protocol for their particular district.

Who will administer the survey(s)?

The survey should be administered without the presence of the teacher for students in his/her class or section. However, each district may define additional guidelines for administering their surveys.

How will the data from the Student Voice Survey be used?

The primary purpose of the survey is to provide valuable information to educators who are working to improve classroom and learning conditions. Survey results are a required (formative) source of evidence used in the evaluation process as outlined in the district CEP and inform educators' professional practice ratings.

Teachers will use data to inform instruction and classroom practice. School and district leaders will use data to determine potential areas for professional learning and teacher support. KDE will collect the data to validate the instrument for future use.

How will classrooms be scheduled?

Prior to the Student Voice Survey window, the superintendent/designee will determine the administration dates for implementation. The principal/designee will determine the specific schedule for administering the Student Voice Survey and determine the grade level that will participate per teacher or the number of classes that will be combined to reach the required minimum 10 students per teacher.

When should a district use Automated Teacher Assignment?

If the majority of the school's 3-12 teachers are utilizing Infinite Campus, the Automated Teacher Assignment tool would be beneficial.

When should a district *not* use Automated Teacher Assignment?

If the majority of a school's teachers are utilizing paper/pencil survey methods, it is recommended not to use the Automated Teacher Assignment. Manual assignment of small numbers of teachers within Infinite Campus is suggested using the drop-down feature.

How will schools implement the survey?

Districts will determine the method of survey implementation. Districts may utilize Infinite Campus or paper/pencil application or both. Districts who have opted out of EDS need to provide the survey manually, i.e., paper/pencil, Survey Monkey, etc. Districts choosing to use Infinite Campus for survey implementation after opting out of EDS will not have access to Student Voice results until EDS is reopened for entering summative ratings.

How will teachers be assigned in Infinite Campus?

The *Educators with Count Report* is described in the Administrator How-to Guide and lists the educators assigned to participate in the Student Voice Survey as well as the number of students that have been assigned to respond about that educator.

All teachers must be assigned to a class/section in Infinite Campus to receive Student Voice Survey results.

How will students access the Infinite Campus survey?

Students must have a Student Portal account in IC and must know or be provided their Campus username and password.

How many classes will take the survey?

Districts utilizing paper/pencil methods will decide the number of classes that will survey the respective teacher. Automated Assignment within Infinite Campus will schedule students associated with their respective teacher. Changes to the automated assignment will require manual override.

Will collaborating teachers and part-time teachers administer the survey?

The superintendent/designee will determine the protocol for specific situations within the district. Teachers working in a collaborative classroom will identify the group of students that will respond to a particular teacher. Students will not take the survey twice for both teachers of that class period.

How should students be prepared to take the survey?

All districts are encouraged to review the Student Voice survey questions with their students and define or clarify word meanings or the meaning/intent of questions. Students need to be informed of the purpose of the survey and that all responses are anonymous.

Districts utilizing Infinite Campus must ensure that Campus Portal usernames and passwords have been issued to students. If students are not regular Campus Portal users, a list of usernames and passwords will need to be provided for those students. Districts utilizing paper/pencil methods need to ensure that only the approved KDE survey questions are used with corresponding survey response choices. Paper/pencil procedures must be implemented with fidelity.

How is student confidentiality protected?

All student SSID information and personal identifiers are to be eliminated. Infinite Campus reports survey data by construct with the accrued percentage rating. The teacher only has access to the results of the compiled responses within EDS/CIITS.

Paper/Pencil administration systems must have built-in safeguards to protect the student's confidentiality.

How long does the survey take to complete?

Computerized survey: Approximately 20 minutes.

Paper/Pencil survey: Approximately 20 – 30 minutes depending upon method.

When will the surveys be administered?

Infinite Campus administration: January 4, 2016 through March 4, 2016

Paper/Pencil administration: Based on the timeline established in the district Certified Evaluation Plan

Paper/Pencil OPGES: December and based upon the district Certified Evaluation Plan

Students will take the survey between the hours of 7:00 a.m. and 5:00 p.m.

Who coordinates survey administration at each school?

The principal/designee will coordinate the survey administration. Follow the district's CEP.

Will parents be notified before the survey is administered?

Prior to survey administration, schools will inform parents of the pending Student Voice survey. All students will be given a waiver form that must be completed and signed by parents who do not want their son/daughter to participate in the survey. The waiver form must be returned to the school prior to survey implementation. Waiver forms are to be kept on file for reference.

How are SWD accommodated?

Students with disabilities will take the Student Voice survey. Students will be accommodated as defined in the IEP, 504, OHI accommodation plan. FMD students are exempt from the Student Voice survey.

When will teachers receive the results of the Student Voice Survey?

Teachers will be able to view the results of the Student Voice Survey within the Continuous Instructional Improvement Technology System (CIITS) approximately 3-4 weeks after the scheduled student voice reporting period ends. Districts will determine when paper/pencil survey results will be available.

Are there technology issues that schools need to be aware of?

Technology staff will need to assist with ensuring that computers and other devices are available and properly configured. Infinite Campus cannot troubleshoot technical problems for schools electing to employ iPads or other self-supporting tablets/devices. The district coordinator or POC will configure the automated assignment and survey window dates for each school or delegate that responsibility to school-level staff. The district coordinator will have different reports to use for monitoring the administration process and only students who are associated with a staff person via course section(s) assignments will receive online surveys about a specific teacher. Students must be issued user IDs and passwords in Campus Portal and must click "**Complete Survey**" for survey tabulation.

Infinite Campus technology cannot prevent students from responding to surveys outside the 7 a.m. – 5 p.m. period but it will only count surveys completed between the hours of 7 a.m. and 5 p.m.

Schools with unique staff needs that cannot be met using Infinite Campus should opt to use paper/pencil methods to accommodate educators and students in the completion of the Student Voice survey.

Where can I find more information on student voice surveys?

For more information, go to the [PGES Student Voice web page](#). Information on the Measures of Effective Teaching Research Project is available at www.metproject.org.

The SV contact for the 2015-2016 school year is Joyce.richards@education.ky.gov.

How much flexibility do districts have when scheduling survey windows in Infinite Campus?

A school can schedule multiple, non-overlapping windows within the Jan 4 – Mar 4 timeframe. Schools may assign different teachers to each survey window if desired. There is no control at the class period level for assigning respondents. Every student meeting the business rules that is associated with a teacher who has a survey type selected will be sent the link to that teacher's survey. The schools have to "manually" control a schedule, for example: *3rd grade will take the survey period 4, 5th grade will take the survey period 7 on day 1.*

Can a district use Infinite Campus and paper/pencil methods to administer the Student Voice survey?

Yes. It is important to strictly follow scheduling protocol that ensures all teachers are successfully assigned surveys. Additionally, if the majority of teachers in a school are not participating in the IC survey, the school would not choose to use automated assignment option. They would either manually assign all participants or manually override anyone who was automatically assigned to "Not Participating."

Does the building coordinator have to manually override populated fields within Infinite Campus for teachers who will be using paper/pencil?

Yes, if they run the automated assignment process and the teacher has a Type 01: Teacher assignment at the school.

Is it allowable to use one survey method for one school and a different survey method for another school within the same district?

Yes, the Infinite Campus settings are per school so if the CEP guidelines of the district allow it, it is permissible.

How does Infinite Campus know which building to populate?

The School Resource record contains the settings per school.

Does a teacher still need to have a minimum of 10 students in a grade level to receive data?

There must be a minimum of 10 students from the same school and assigned to the same teacher for that particular group and/or class to participate in the survey for survey results to be used as a source of evidence in the summative evaluation process. Students, in various grade levels, may be combined to yield the minimum number required for survey data to be considered. Example: Students in grades 3, 4 and 6 may be combined to attain the minimum number. Infinite Campus functions with the following criteria. The students must be in the same school and assigned the same survey type (Grade 3-5 type or Grade 6-12 type). Students, in differing schools, cannot be combined to reach the minimum number of 10. Paper/pencil administration does not hold the same restrictions.

Other professionals does not adhere to attendance requirements that must be maintained for student participation. For more information, see XI.> [A. Other Professionals](#)

What survey type should combined classes take?

All combined students will take the same survey type regardless of grade level. It is recommended that selection of the survey type be chosen according to the most common grade level within the group.

How is Student Voice associated with the Certified Evaluation Plan (CEP)?

Student Voice is the confidential perception survey adopted by the Kentucky Department of Education. The survey is embedded within the Professional Growth and Effectiveness System and is a required source of evidence as outlined within the district Certified Evaluation Plan. The Student Voice survey is aligned with the Kentucky Framework for Teaching (FFT) and is a category of evidence for determining an educator's overall rating.

What are the effects for districts who have opted out of using EDS?

Districts choosing to not use Educator Development Suite (EDS) to input the sources of evidence for the Professional Growth and Effectiveness System in 2015-2016 will not have access to Student Voice results until the summary of evidence tab is available and access to EDS *is* reestablished.

In May 2015, districts responded to KDE with their preference for using EDS. As a result, only those districts electing to use EDS for data collection of the sources of evidence are to have full access to all features of the system. In June 2015, districts choosing to not utilize EDS were notified and advised to use other modes of implementation for the Student Voice survey. (I.e., Scan-Tron, paper/pencil, Survey Monkey, clicker, etc.)

EDS was turned off in September 2015 and is no longer accessible. Districts choosing to use I.C. for Student Voice survey implementation after electing to not use EDS cannot be assured technical support from KDE or Infinite Campus/Pearson concerning Student Voice software design issues. Use of other modes for Student Voice implementation are strongly encouraged.

Student Voice

CONFIDENTIALITY AGREEMENT

This confidentiality agreement **must** be signed by

- 1) Employees who have User security rights or Student Information System (SIS) User Privileges in Infinite Campus
- 2) Employees who have Open Database Connectivity (ODBC) access to the Infinite Campus Database
- 3) Any school employee assisting with the Student Voice survey who may be privy to student identification data and assessment results

All employees who could potentially have access to student identification data and the corresponding results of the Student Voice Survey must sign this assurance.

The Student Voice Survey is a **CONFIDENTIAL** assessment instrument that provides student feedback to teachers for professional practice. During the survey, students will be asked questions about their teacher's instruction and the classroom environment.

Students will take the Student Voice Survey in the student portal of Infinite Campus or via paper/pencil or other manual means outside of the I.C. platform during the 2016 school year.

Confidentiality agreement

I am aware that all responses and data from the Student Voice Survey are confidential information. I affirm that I will not share individual student survey responses, teacher results or any other identifiable information from the Student Voice Survey with anyone by means of any form of communication. Violation of this Confidentiality Agreement may result in disciplinary action, up to and including termination of employment.

(Print) Name

Title

Signature

Date

Student Voice

PARENT WAIVER

Dear Parent or Guardian

During the 2015 -2016 school year, your child will have the opportunity to complete the Student Voice survey. This **anonymous** assessment allows students an opportunity to give feedback on specific aspects of his or her classroom experience. The survey takes approximately 10 – 20 minutes to complete and will be conducted during the school day.

The purpose of the survey is to provide an opportunity for all Kentucky students to have a voice in their classroom experience. Survey results are intended for the teacher to use for self-reflection and as a tool to help guide professional practice. Teachers want to know if their students feel sufficiently challenged, engaged, and comfortable asking them for help.

If you do **not** want your child to take the Student Voice survey, please complete, sign, and return this form to your child's school by _____.

I DO NOT want my son/daughter to participate in the Student Voice survey.

Parent Signature

Date

(Print) Student Name

Teacher's Name

